

REPORT NO:13-1
DATE: 1/3/2013
ANALYST: Michael Hebner

CLASSIFICATION REPORT

PROPOSED TITLE: Assistant Director Civil Rights
(Employment Equity)

CURRENT TITLE: New

INCUMBENT: Vacant

REASON FOR REQUEST: Review of proposed work to determine appropriate
classification level

**DATE QUESTIONNAIRE
SUBMITTED:** 1/2/2013

DATE OF PREVIOUS STUDY: N/A

**DISPOSITION OF PREVIOUS
STUDY:** N/A

PERSONS INTERVIEWED: Archie Carlos, HR Generalist
Velma Korbel, Director Civil Rights

RECOMMENDATION: Establish the position as Assistant Director Civil Rights,
(Employment Equity). (Appointed), Grade 10, 483 Points

The Director of Civil Right is proposing a new Assistant Director position which will assist the Director with the day-to-day management of the Civil Rights Department and may occasionally act for and exercise the powers of the Director. It will provide for the administrative and fiscal oversight and management of personnel within the Employment Equity Division of the Department so that the programs and policies achieve the mission of the Minneapolis Civil Rights Department.

The duties proposed are listed below:

- Manage and supervise the operations of the Equity Division within the Civil Rights Department and assist the Director, Civil Rights in the day-to-day management of the Department to ensure the programs and policies achieve its mission
- Plan, organize, monitor, evaluate, modify and execute as required all business and work processes and procedures to ensure organizational success, including accessing and developing specific programmatic initiatives to move the City toward the goals of reducing racial and ethnical disparities in the unemployment rate, poverty rate, , and toward increased minority participation in public and private sector economic activity.
- Participate in various regional collaborations/committees representing the City's Equity Division.
- Collaborate with other City Departments to identify opportunities and ways to move the City toward achieving equity related goals.
- Responsible for connecting employers that have identified current or future job opportunities to city job training programs and to minority candidates that have successfully completed training.
- Responsible for convening a council of advisors who are leaders from business, government, philanthropy and the nonprofit community whose purpose will be to advise, support and advocate in a variety of ways that will enable the City to move toward its equity goals.
- Participate on the Civil Rights Department's Management Team.
- Develop and provide administrative oversight over the Equity Division's budget to ensure the accomplishment of the Department of Civil Rights goals.
- Plan, strategize and provide oversight for personnel to ensure the accomplishment of the Equity Division and Department of Civil Rights' goals
- Serve as liaison with the City Council or Mayor, and other Stakeholders for the Civil Rights Department.
- On occasion (may) act as the Director for the Department.

POSITION ANALYSIS

The position will exercise broad latitude to work independently and use initiative to make decisions for the good of the Department and stakeholders. This position will function as the City's principle strategist for creating, communicating, executing and sustaining strategic initiatives related to the elimination of employment disparities within the City enterprise and within the community. This position will be responsible for assessing and identifying the City's disparity reduction objectives and then must either create or secure the programs, tools and resources to create equity both internally and externally. This position serves as the representative of the Director, both internally to department staff and externally to the Mayor, City Council and staff, community partners and affected stakeholders.

PREREQUISITE KNOWLEDGE

The job requires five years of directly related relevant experience in a Social Justice profession, Human Resources, Human Rights or Civil Rights, and a Bachelor's Degree in Public or Business Administration, Communications, or Government Relations or an advanced degree in one of the same fields and at least three years of qualifying experience is required. A rating of **55 points** corresponds to the level training and experience required in the position.

DECISIONS AND ACTIONS

The job will exercise broad latitude and work independently, using initiative to make decisions for the good of the Department and stakeholders. This position functions as the City's principal strategist for creating, communicating, executing and sustaining strategic initiatives related to the elimination of employment disparities within the city enterprise and within the community. This position is responsible for assessing and identifying the city's disparity reduction objectives and then must either create or secure the programs, tools and resources to create equity both internally and externally.

A rating of **55 points** is justified. The position has Decisions and Actions that track with those of supervisory and managerial positions rated at this level in the City. Positions at this level, all have important Decisions and Actions. They can mobilize staff, authorize expenditures and approve the work of subordinate staff. They make operational decisions independently. They are a primary resource in handling problems and unusual issues in the area where they are assigned. They provide strategic input and enforce policy and procedure. They develop, set, and implement service and goals, and make staff assignments. They make decisions on prioritizing business development and support requests, project implementation issues, and make formal requests and recommendations to the City Council. At this level the positions would be involved in budgeting and service forecasting decisions, and planning activities to determine future staffing and assignment needs.

SUPERVISORY RESPONSIBILITY

The position will supervise administrative and business analysts and support staff. A rating of 5 points is appropriate for the level of supervision present in the job.

RELATIONSHIPS RESPONSIBILITY

This position serves as the representative of the Director, both internally to department staff and externally to the Mayor, City Council and staff, community partners and affected stakeholders.

Relationships responsibility is an important factor for the job's existence, and will be rated at **55 points**. Jobs at this level are supervisory over major areas of responsibility or have special communication responsibility related to the duties of the job, including high level coordination or specialized consultation. At this level the incumbents have to work with a wide variety of contacts, both internal and external of the system to communicate issues, and deal with

problems. They must exercise discretion in release of information. They are responsible for coordination of major efforts, and are expected to enlist cooperation and collaboration from various agencies and groups. These jobs may be involved in technical issues of major importance in the areas where they are assigned and have important liaison duties with other staff, divisions and departments, or with external contacts, such as regulatory agencies. .

WORKING CONDITIONS

The position will have normal office working conditions, with exposure to personnel computer keyboarding and other office equipment. A rating 20 points will be assigned, consistent with most department heads, managers and professionals, who are at this rating.

EFFORT

Effort is rated **55 points**. Jobs at this level are charged with coordinating programs and projects, or coordinating major activities in a department or on a City-wide basis. In these classifications there are heavy pressures to meet deadlines, coordinate activities, keep operations running smoothly, and considerable mental effort and stress in prioritizing and dealing with competing priorities. Department Heads, the Mayor or City Council may dictate deadlines on policy and action issues. As in most positions that work in an office setting, there are not extraordinary physical requirements.

RECOMMENDATION:

Establish the position as Assistant Director Civil Rights, (Employment Equity) (Appointed)
Grade 10, 483 Points

CLASSIFICATION FACTOR WORKSHEET								
Benchmark Classifications	Factors						Total Points	Grade Level
	1	2	3	4	5	6		
Administrative Analyst II	45	45	0	45	20	45	393	8
Assistant Director Civil Rights	55	55	5	55	20	55	483	10
PROPOSED CLASSIFICATION								
Assistant Director Civil Rights *Employment Equity(55	55	5	55	20	55	483	10

1. Prerequisite Knowledge
2. Decisions and Actions
3. Supervisory Responsibility
4. Relationship Responsibility
5. Working Conditions
6. Effort

According to the information provided the proposed position meets the criteria for appointed positions under the Minneapolis Code of Ordinance, Section 20.1010 as follows:

- 1. The person occupying the position must report to head of the designated City Department or the Designated City Department Head's Deputy.**

The position will report directly to the Director, Civil Rights.

- 2. The person occupying the position must be part of the designated Department Head's management team**

The position will be part of the Civil Rights Department's Management Team.

- 3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation, or implementation of City or department policy.**

As a manager of a distinct unit within the Civil Rights Department, this position will entail using significant discretion in developing, interpreting, and implementing Departmental policy and strategies in the area of employment equity

- 4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.**

The position will require a level of expertise in Civil Rights Laws and Regulations, but the primary requirement is the ability to plan, organize, monitor, evaluate, and modify as required, business and work processes and procedures, to ensure organizational success in the area of employment equity.

- 5. There is need for the person occupying the position to accountable to, loyal to, and compatible with the Mayor, City Council, and the Department Head.**

Primary accountability, loyalty, and compatibility in the position will be to The Director, Civil Rights who in turn will be accountable, loyal and compatible with the Mayor and City Council.

Executive Exemption

The position will meet the requirements for an executive exemption in that it will be paid more than \$455.00/ week; and it will entail managing a recognized sub-unit of the Civil Rights Department which will impact City Government, and it will directly supervise more than two employees, and it will have authority within the City system to effectively influence major personnel decisions of the employees that report to the position, including effective recommendations concerning hiring, disciplining, firing, and other changes in the status of the employees.

**ASSISTANT DIRECTOR, CIVIL RIGHTS –
EMPLOYMENT EQUITY (APPOINTED)**

CODE:

SUPERVISED BY: Director, Civil Rights

SUPERVISES: Business Analysts; Administrative Analysts and Support Staff

NATURE OF WORK

Assist the Director with the day-to-day management of the Civil Rights Department and may occasionally act for and exercise the powers of the Director, Provide for the administrative and fiscal oversight and management of personnel within the Equity Division so that the programs and policies achieve the mission of the Minneapolis Civil Rights Department. Exercising broad latitude to work independently and use initiative to make decisions for the good of the Department and stakeholders. Function as the City's principle strategist for creating, communicating, executing and sustaining strategic initiatives related to the elimination of employment disparities within the city enterprise and within the community. Responsible for assessing and identifying the city's disparity reduction objectives and secure the programs, tools and resources to create equity both internally and externally.

TYPICAL DUTIES AND RESPONSIBILITIES

(Including, but not limited to the following)

- **Manage and supervise the operations of the Equity Division within the Civil Rights Department and assist the Director, Civil Rights in the day-to-day management of the Department to ensure the programs and policies achieve its mission**
- **Plan, organize, monitor, evaluate, modify and execute as required all business and work processes and procedures to ensure organizational success, including accessing and developing specific programmatic initiatives to move the City toward the goals of reducing racial and ethnical disparities in the unemployment rate, poverty rate, , and toward increased minority participation in public and private sector economic activity.**
- **Participate in various regional collaborations/committees representing the City's Equity Division.**
- **Collaborate with other City Departments to identify opportunities and ways to move the City toward achieving equity related goals.**

- Responsible for connecting employers that have identified current or future job opportunities to city job training programs and to minority candidates that have successfully completed training.
- Responsible for convening a council of advisors who are leaders from business, government, philanthropy and the nonprofit community whose purpose will be to advise, support and advocate in a variety of ways that will enable the City to move toward its equity goals.
- Participate on the Civil Rights Department's Management Team.
- Develop and provide administrative oversight over the Equity Division's budget to ensure the accomplishment of the Department of Civil Rights goals.
- Plan, strategize and provide oversight for personnel to ensure the accomplishment of the Equity Division and Department of Civil Rights' goals
- Serve as liaison with the City Council or Mayor, and other Stakeholders for the Civil Rights Department.
- On occasion (may) act as the Director for the Department.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Public Administration, Business, or Government Relations or equivalent

MINIMUM EXPERIENCE: Five years of directly related relevant experience in a Social Justice profession, Human Resources, Human Rights or Civil Rights,

LICENSES/CERTIFICATIONS: N/A

OTHER SPECIFICATIONS

- Equivalent combinations of training and experience will be considered
- Knowledge of modern management principles and practices and systems, and modern personnel practices.
- Knowledge of statistical analysis
- Knowledge of legal principles and practices, Civil Rights laws and regulations, and precedent-setting court cases.
- Knowledge of data privacy laws, and statutory underpinnings of the "right to know" on Federal, State and local levels.
- Leadership skills, and the ability to plan, delegate, supervise and evaluate the work of assigned staff.
- Knowledge of governmental structure and operation, primarily on the City and Federal level.
- Ability to multi-task, work under pressure and meet deadlines.
- Ability to read or hear, and understand complex written material including technical material, rules, regulations, instructions, reports, charts, graphs or tables and be able to analyze, relate and apply what is written to various and/or specific situations
- High-level oral, written communication and presentation skills.
- Ability to interact effectively with people of diverse backgrounds.

WORKING CONDITIONS: Normal

SERVICE:	APPOINTED
GRADE:	10 (Exempt)
CLASSIFIED:	January 2013
JOB SPEC:	January 2013

CITY OF MINNEAPOLIS